

## What is ALERT Frederick County?

ALERT Frederick County is an emergency notification system that allows local officials to contact you whether you are home or on the go.

Registering helps us keep you safe. Consider the following scenario:

A truck carrying a hazardous material overturns. Frederick County Emergency Management is requesting all citizens in a 3 mile radius stay inside. If you are registered for ALERT Frederick County, you would receive a message on the device/s you chose.

Using ALERT Frederick County is the fastest way for emergency management officials to contact you in an emergency.

You can register up to five addresses to receive emergency notices about.

You can also enter multiple devices, such as mobile or work phones and text or email messages to receive messages. The information you enter is protected and will not be used for any other purpose.

## What are Community Alerts?

Community Alerts are optional messages. Community Updates are sent only by email or text message. You must register at least one email or text capable cell phone (SMS #) to receive these messages.

<u>Governmental Notices</u>— Sent for changes to normal operations of Frederick County Government (closings, delays), governmental decrees, press releases, and official announcements.

<u>General Announcements</u>— Messages of general interest such as scheduled power outages, special events that may affect travel, etc. Severe Weather Alerts— Sent when the National Weather Service issues a Warning or Watch. Weather Advisories are not significant weather events but if they could affect road travel, like Winter Weather or Dense Fog Advisories, a message may be sent. These messages are a courtesy— not a substitute for weather forecasts through a meteorological source.

<u>City of Frederick</u>— Messages of general interest from the City of Frederick.

<u>Frederick Police Advisory</u>— Non-emergency messages from the Frederick Police Department. <u>Town of Emmitsburg</u>— Messages of general interest from the Town of Emmitsburg.

The following category is available but no messages will go out until the category becomes active at a future date.

<u>Law Enforcement Advisories</u>— Non-emergency information from the Frederick County Sheriff's Office.

#### Step 1

Visit <u>www.FrederickCountyMD.gov/ALERT</u> and click on image in the middle of the page.



You will be directed to the main ALERT Frederick County web page. Select the option to sign up for Alerts.

There are three pages of the registration process. When they have been completed successfully, a confirmation page will appear.

#### **Alert Frederick County**



Sign up for Alert Frederick County - emergency messages and important community updates when you need them. This emergency notification system enables local government officials to provide you with critical information in an emergency situation. When a natural disaster, police activity or other emergency requires you to take action to protect yourself and your family, yould receive texts, emails or phone calls that let you know what to do. Also, stay informed about the programs and projects that interest you by choosing from a variety of community updates.

You may register as many devices as you like to receive critical information in a variety of situations - home, mobile, or business phone, email, text messages, hearing impaired receiving devices, and more. Many non-emergency community updates are provided via email only - to ensure that you receive emergency alerts as well as all of the community updates you select, register at least one phone number and one email addresse.

Individuals with disabilities who need assistance registering for Alert Frederick County may call the Department of Emergency Preparedness at 391.690.1746 during regular business hours: Monday – Fridays, 8 a.m. to 4 p.m.



# Manage Profile Already signed up for alerts? Log in to update your contact information or preferences.

#### Step 2

Enter a username, password, email address and security question (in case you forget your log-in information). Passwords must be at least 8 characters and must contain letters or numbers. If there is a problem with any of the information you enter a message describing what needs to be fixed will appear towards the top of the page after you try to submit. You will need to fix the problems then continue with the following steps.

Read and accept the terms of use by selecting the check box.

Enter the security code that appears in the box. If you have difficulty reading the code you can select the Try a New Code button.

Select Submit.

#### New User Sign-Up

I accept the Terms of Use.



1 .... 2 .... 3

Please create a username and password so you can edit your contact information and preferences at a later date. If you are having difficulty, contact Alert Frederick County at 301-800-1748 or Alert@grederickcountymd.gov

m est contain:	Password in estible 8-64 characters and metroortals: 1. Letters (a-zor A-Z) 2. Numbers (b-9) Password in estivotoortals spaces or teername	
mestcontain:	mustcoartails: 1. Letters (a-z or A-Z) 2. Numbers (D-9) Password must not contain spaces or	
	2. Numbers (0-9) Password must not contain spaces or	
2. Numbers (D-9)		
Confirm Email:		

<b>s p</b> o c	ks
Type the characters you see	in the picture above:*

Submit

Next >

#### Step 3

Select the types of Alerts you want to receive. Emergency Alerts is already selected for you and cannot be changed. If you wish to receive any of the optional Community Alerts, check the corresponding box.

Next you will enter your name and up to five Frederick County addresses that are important to you. The address MUST be a complete physical street address:

- X Frederick, MD
- X Main Street, Frederick, MD
- **%** 21701
- 🚀 123 Any Street, Frederick, MD 21701

Some addresses cannot be recognized by the Alert system, particularly if they are newer. If you get an error message, verify that you entered a complete street address and that it is correct. If it is, select the option to keep the address as entered.

When you have finished entering addresses select Next.

	New User Sign-Up	Powered by everbridge
	11→2→3	ever bridge
	Fields marked with * are mandatory	
	Alerts You Want to Receive   Emergency Alerts	
{	Important Community Alerts  Severe Weather Alerts Law Enforcement Advisories Oovermental Notices General Announcements	}
Į	About You	J
_	. O larm a resident O larm registering a business	_
(	First Name:* Middle: Last Name:*	Suffix:
	Language preference:   English (US)  ✓	
	Alert Frederick County Locations You Care About	
	Location Name: €	
	(e.g., Nome, Work, School) Street Address:*	
	Street Address:"	
/	Apt/Suite/Unit:	
<	(r.g., 7)	>
)	City:* State/Province:*	(
	State/Province:*  Postal Code:*	
	10000	
	Mew on Map (you must have Microsoff Silverlight plug-in installed)	
	Save Location Clear Location Fields	
- 1		
(		/

#### 1 --- 2 --- 3

#### How to Contact You Contact preferences @ Community alerts

Home Phone 1:		N/A 💌	N/A 🕶
Home Phone 2:		N/A 🕶	N/A 🕶
Mobile Phone 1:		N/A 🕶	N/A 🕶
Mobile Phone 2:		N/A 💌	N/A 🕶
Business Phone 1:	Ext	N/A 🕶	N/A 🕶
Business Email:		N/A 🕶	N/A 🕶
Personal Email:		N/A 💌	N/A 🕶
SMS TXT #		N/A 🕶	N/A 🕶
SMS TXT 2 #		N/A 🕶	N/A 🕶
TTY/TDD:		N/A 🕶	N/A 💙

Submit

s? Contact Alert Frederick County at 301-600-1746 or Alert@frederickcountymd.go

Enter how you want to be notified and in what order. "SMS" simply means text messaging; if you wish to be notified by text message, enter your cell phone number. If you enter your cell phone number for "Mobile Phone" you will receive notifications by telephone.

Community Alerts are only sent by text message and email.

After you have entered your contact information, use the pull down menus for each method to designate what order you want to be contacted in. For example, if you work during the day perhaps your work phone number would be 1 and your work email 2. If you did not sign-up for Community Alerts, you may ignore that column.

When you have finished, select Submit.

New User Sign-Up Congratulations!

have successfully signed up to receive alerts.

Welcome, Rebekah (Log out)

Please take a moment to confirm you entered your information correctly

My Subscriptions

- Governmental Notices
   General Announcements

About Me

Resident

First Name: Rebekah Last Name: May

Language preference: English (US)

Locations I Care About

340 Montevue Lane, Frederick, MD 21702

How to Contact Me Edit

- genores usiness Phone 1: 301-600-1746 Ext:
- 2 Business Fnone 1: 301-300-17-2 2 Business Email: em@fredericko 3 Home Phone 1: 555-565-5555 4 SMS TXT #: 555-123-4567

- Community Alerts
  1 Business Email: em@frederickcountymd.gov
  2 SMS TXT #: 555-123-4567

Questions? Contact Alert Frederick County at 301-800-1748 or Alert@frederickcountymd.gov

## **Manage Profile**

Hello, Rebekah (Log out) My Subscriptions Edit

Emergencies Emergency Alerts Community Alerts

- Severe Weather Alerts
- Law Enforcement
  Advisories Governmental Notices General Announcements
- About Me

First Name: Rebekah

Language preference: English (US)

Locations I Care About

Emergency Services Building 340 Montevue Lane, Frederick, MD 21702

How to Contact Me Edit

Emergencies

- Business Phone 1: 301-600-1746 Ext
- 2 Business Email: em@frederickcountymd.gov
- 3 Home Phone 1: 555-555-5555 4 SMS TXT #: 555-123-4567

- 1 Business Email: em@frederickcountymd.gov
- 2 SMS TXT #: 555-123-4567

Powered by everbridge

#### My Shortcuts

Update my locations Update my contact info Change my password Change my email Change my security question Delete my profile

Edit

- Update your personal information
- Update your contact information
- Change your security question

Step 5

That's it!

Please review your information to make sure everything is correct.

If you need to make any changes, simply select the edit link for the information you need to correct.

When finished, log out.

Step 6

You can modify or delete your account at anytime.

Go to the ALERT Frederick County web page and select Manage Profile. After you log-in, you will be taken to the Manage Profile page where you can:

- Update your locations
- Change your password or email
- Delete your account

Questions? Contact Alert Frederick County at 301-600-1746 or Alert@frederickcountymd.gov

### **Frequently Asked Questions**

#### 1. Will I receive information about my child's school?

Frederick County Public Schools has their own notification system, Find Out First. FCPS uses this system for both emergency notification and general information. If you have registered your child's school as an important location, you may receive emergency notification from both ALERT Frederick County and Find Out First. We encourage you to sign-up for both.

#### 2. Who decides if something is an emergency that requires notification?

Frederick County Division of Emergency Management makes that determination with input from various law enforcement and emergency service agencies.

#### 3. Will I receive traffic updates/accident notifications?

No. While we understand traffic congestion caused by accidents is inconvenient, it is not generally considered an emergency.

#### 4. Why can't the system find my address, it's not new?

There can be a variety of reasons. What you need to know is it's not a problem. As long as you have entered the information in the proper address format (house numbers, street name, city, state, zip), we will be able to resolve the problem.

### 5. I work outside of Frederick County, can I register my work address?

No. ALERT Frederick County only works for locations within Frederick County. You CAN receive notification on out-of-county devices such as a work phone, email or cell phone.

#### 5. I signed up, but now I'm getting too many messages and want to delete my account.

Community updates are completely optional and you can unsubscribe at any time. Deleting your account means you may not get notification in an emergency. If you are receiving too many emails, we recommend logging into your account and unsubscribing from any community updates.

## **READY to Take the Next Step?**

Now that you are registered to receive emergency notifications, why not take the next step and prepare your emergency kit?

Frederick County Division of Emergency Management recommends enough supplies for three days of sheltering in place.

## www.FrederickCountyMD.gov/READY